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# Saved Searches

The Saved Searches page allows you to save job search parameters and view previously saved searches. All saved job searches are displayed in a grid on this page.

**Basic Navigation** See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

**Records** Click **Records** to select the number of records to display.

## View and search saved searches

Field	Description
<b>View</b>	Navigate to <a href="#">Search Jobs</a> and see updated job posts using your saved search parameter.
<b>ID</b>	Displays the saved search ID.
<b>Saved Search Name</b>	Displays the search name used when you saved it.
<b>Date-Time Created / Last Updated</b>	Displays the date and time the search was saved.

The search parameter saved to this page will also display your search results in your CareerPortal [Job Dashboard](#).

## Delete saved searches

Field	Description
<b>Delete</b>	Delete the row. A confirmation message is displayed prompting you to continue. <b>OK:</b> Delete the row. <b>Cancel:</b> Cancel and return to the previous page.

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